



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date March 23, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 19 1972 113 APR 27 1972																																			
2. Agency Application No. -10-		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Ports Authority P.O. Box 2406 Savannah, Georgia 31402 Comptroller Division																																					
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.																																							
		4. Person to Contact G. J. Nichols		5. Working Title 6. Tel. No. Comptroller 912 964-1721																																			
8. Inclusive Dates		9. EXACT SERIES TITLE Company Credit Files																																					
10. What is the function of the office in which this record series is created The Comptroller is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the books of the Authority. He analyzes and checks all financial activities of the Authority for compliance with the Board's policies and the minutes of the Board of Directors meetings; is responsible for the auditing and accounting provisions of all contracts, leases, and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and co-ordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. Background financial investigation is conducted in each company, bustom house brokers, steamship agents and freight forwarders to determine financial responsibility.																																							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement These files consists of: Bank credit references, trade credit references, letters to customs brokers advising extension of credit and terms, customer credit extension agreements, financial and credit of a derogatory nature.																																							
12. <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:30%;">EQUIPMENT OCCUPIED</th><th style="width:10%;">No. of Drawers</th><th style="width:10%;">Cu. Ft. of Records</th><th style="width:30%;">ANNUAL RATE OF ACCUMULATION</th><th style="width:10%;">No. of Drawers</th><th style="width:10%;">Cu. Ft. of Records</th></tr></thead><tbody><tr><td>Letter-size File Drawers</td><td style="text-align: center;">1</td><td style="text-align: center;">1 1/2</td><td rowspan="2" style="text-align: center;">Floor Space Occupied (Square Feet)</td><td colspan="2" style="text-align: center;">Negligible</td></tr><tr><td>Legal-size File Drawers</td><td></td><td></td><td colspan="2" style="text-align: center;">In Office(s) In Storage Area(s) Negligible</td></tr><tr><td></td><td></td><td></td><td rowspan="2" style="text-align: center;">AVERAGE DAILY REFERENCES</td><td style="text-align: center;">This Year's</td><td style="text-align: center;">Last Year's</td></tr><tr><td></td><td></td><td></td><td style="text-align: center;">Preceding Year's</td><td style="text-align: center;">All Prior Years'</td></tr><tr><td></td><td></td><td></td><td></td><td colspan="2" style="text-align: center;">1 Continuous File</td></tr></tbody></table>						EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records	Letter-size File Drawers	1	1 1/2	Floor Space Occupied (Square Feet)	Negligible		Legal-size File Drawers			In Office(s) In Storage Area(s) Negligible					AVERAGE DAILY REFERENCES	This Year's	Last Year's				Preceding Year's	All Prior Years'					1 Continuous File	
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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept Permanent

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25.

Withdraw from active file and destroy when companies no longer do business with Georgia Ports Authority, except that a Summary Card is retained when organizations no longer do business with Georgia Ports Authority.

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:		Records Management Officer	Date
26. Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>8-31-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Audit Dept.	<i>4-19-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Secretary of State / Designee	<i>4-17-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Law Department	<i>4-25-72</i>